

The following Clinical Forms have been created, updated or discontinued and the [Clinical Forms Inventory](#) has been updated accordingly. If you have any questions regarding this Bulletin, please contact your QA Liaison.

NEW FORM(S):

MH 720 - Immediate / Same Day Assessment

IBHIS Form (DO ONLY):	Immediate / Same Day Assessment
Revision Date:	12/21/16
Type of Form (LE ONLY):	NA
Implementation:	For DO: Immediately

PURPOSE:

- To document the assessment of a client for the purpose of immediate and non-ongoing services. In some cases, this may involve linking the client to another provider for treatment services.

REFERENCES/INSTRUCTIONS:

- May only be used by QA-approved providers; for approval, contact the QA Division at QA@dmh.lacounty.gov
- Meets the assessment requirements for Newly Active Clients
- Used by disciplines able to perform a Psychiatric Diagnostic Assessment per the Guide to Procedure Codes
- In IBHIS, practitioners must use the Immediate/Same Day Assessment bundles which include the Diagnosis form and the Mental Status Exam form

NOTE: If an Immediate/Same Day Assessment is the only assessment found in the client's record, any non-approved providers should complete a Full Assessment.

UPDATED FORM(S):

MH 602 – Authorization for Request or Use/Disclosure of PHI

IBHIS Form (DO ONLY):	Authorization for PHI Disclosure
Revision Date:	9/16
Type of Form (LE ONLY):	Ownership
Implementation:	For DO: Immediately For LE: NA

This form has been revised to be aligned with the California legislative amendment to section 1158 of the Evidence Code which took effect on January 1, 2016.

KEY REVISIONS:

- Added space to include the client's phone number
- Added method for delivery of requested records
- Added information related to drug/alcohol use and HIV test results
- Translated into the threshold languages

OBSOLETE FORM(S): **NONE**

The Clinical Forms Bulletin is utilized to announce changes to clinical forms and data elements that are needed to capture clinical documentation within the Los Angeles County Department of Mental Health (LACDMH). The Bulletin will identify any new, updated or obsolete clinical forms. The term "clinical forms" is used to describe either a paper clinical document within a paper Clinical Record OR a set of data elements within an electronic Clinical Record. All "clinical forms" must be available upon chart review/audit.

NOTE: This Bulletin does not address requirements for electronic billing and/or reporting. Contractors should refer to the 837 Companion Guide or WebServices Guide for a complete listing of electronic data transfer requirements.

- All Directly-Operated Providers must utilize clinical forms approved by the QA Division. The Integrated Behavioral Health Information System (IBHIS) has incorporated clinical forms, when appropriate, and has been updated to reflect the changes noted on this Bulletin.
- All Contract Providers must utilize clinical forms in a manner defined by the designation of the clinical form within the Clinical Forms Inventory.
 - Required Data Element: Must maintain all required data elements of the form and have a method for producing a paper form or electronic report with all the required data elements ("Required" form type has been eliminated. All "Required" forms are now "Required Data Element" forms.)
 - Required Concept (Formerly "Optional"): Must have a method of capturing the specific category of information indicated by the title and data elements of the form
 - Ownership: Must have a method for complying with all laws/regulations encompassed by the form
DMH Policv 401.02: Clinical Records Maintenance. Organization. and Content (Note: Policv 401.02 is being revised to reflect the above information)

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